

State of Alabama
Department of Youth Services School District
Post Office Box 66
Mount Meigs, Alabama 36057
Telephone (334) 215-3850
Fax Number (334) 215-3011

Dear Applicant:

Your interest in working in the Department of Youth Services School District is duly noted. We are attempting to fill vacancies with highly trained quality personnel.

In order to expedite your application, you need to do the following things:

1. Send a completed application form, along with a copy of your drivers license and Social Security card.
2. In your own handwriting, write a paragraph or two explaining your philosophy of education and anything special you have to offer the students of our school district.
3. Request the colleges and universities you have attended to send up-to-date transcripts to my attention.
4. Complete the top portion of the reference forms. Send them to the appropriate person; e.g., (college supervisor, supervising teacher, former principal). You should enclose a stamped envelope with my address for each reference form. In lieu of the reference forms, you may request the college or university placement office to send your placement folder.
5. Have all information sent to the following address:

Dr. John Stewart
Superintendent of Education
Department of Youth Services
Post Office Box 66
Mt. Meigs, AL 36057

Interviews are scheduled only after information as requested from items 1 – 4 has been received. Also note that your application and the information contained therein will be retained in the Personnel files for a period of 12 months or until definite disposition is made, whichever comes first.

Sincerely,
John C. Stewart, EdD
Superintendent, DYS District

NAME OF APPLICANT_____

SOCIAL SECURITY NUMBER_____

APPLICATION FOR POSITION OF

YOUTH SERVICES DEPARTMENT DISTRICT
POST OFFICE BOX 66
MT. MEIGS, ALABAMA 36057

INSTRUCTIONS: The applicant should exercise great care in preparing this form. Do not omit any item. Complete the application in your own handwriting.

The Youth Services Department District operates under the following policy: "No person shall be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, age, sex, race, religious belief, national origin or ethnic group."

NOTICE 1-Applications for Teaching and Other Certified Positions-It is necessary that your application, copy of Alabama Teacher's Certificate when issued, transcripts, placement credentials, recommendations and other data that you wish to be considered for openings, be provided to the Superintendent's Office, P.O. Box 66, Mt. Meigs, Alabama 36057. Your application will be kept in the active file for one year; for a longer period it will be necessary for you to request so by letter, annually. Any updating information should be furnished in writing on a regular basis.

NOTICE 2-Applications for Posted Notice Openings- (A separate application form is necessary for each posted opening.) It is necessary that your application, a copy of Alabama Teacher's Certificate when issued, transcripts, placement credentials, recommendations, and other data that you wish to be considered for the position for which you are applying be received by the Superintendent's Office within fifteen (15) days from the date of the posted notice opening.

YOUTH SERVICES DEPARTMENT DISTRICT
P. O. Box 66
MT. MEIGS, AL 36057

AREA(S) OF ENDORSEMENT (As indicated on Alabama Teacher's Certificate) _____

PERSONAL INFORMATION

Date Application Submitted

Name: _____
(Please Print) Last First Middle Social Security Number

Present Address (Until _____) _____

Street or Route

City State ZIP Code Telephone Number

Permanent Address: _____

City State ZIP Code Telephone Number

Name and Telephone of someone knowing how you may be reached: _____

Relationship of this Person to applicant: _____

Date of Birth: _____

Are you presently employed? Yes _____ No _____ (If yes, please complete the following)

Organization _____ Period of Employment _____

Position Held _____ Period of Employment _____

May we contact your supervisor/principal? Yes _____ No _____ Telephone No. _____

Are you presently unemployed: Yes _____ No _____ (If yes, complete the following)

Last Previous Organization of Employment _____

Address of Organization _____ Position Held _____

Period of Employment _____ Reason employment terminated _____

May we contact your last supervisor/principal? Yes _____ No _____ Telephone No. _____

PROFESSIONAL PREPARATION

High School _____ Address _____ Date Graduated _____

Colleges Attended	/	Address	/	Degrees	/	Date	/	Major	/	Minor
1.										
2.										
3.										
4.										
5.										

Student Teaching

School	/	Address	/	Subject or Grade
College or University		Address		
	/			

Certification

Rank	/	Type	/	State	/	Number	/	Date of Issue	/	Date of Expiration

Teaching Experience (List in order of experience):

Name of School	/	Location	/	Subject and/or Grades Taught	Inclusive Dates From to /Mo. Yr. / Mo. Yr.	Name and Address of Principal

Total years teaching experience _____

List all organizations, societies, etc. to which you belong or have belonged.

NON-TEACHING EXPERIENCE:

IMPORTANT: Please list ALL NON-TEACHING experience.

Type of Work	Location City & State /	Hours Per Week /	Salary Per Week /	Name and Address of Employer /	Inclusive Dates From To /Mo. Yr. / Mo. Yr.
1.					
2.					
3.					
4.					

Total Non-Teaching Experience _____ Years

PROFESSIONAL REFERENCES

List three persons from whom you, the applicant, will request references. They are to be sent to the Superintendent's Office. It is the applicant's responsibility to see that references are submitted. Please use reference scales provided.

Applicants with prior teaching experience should provide references from previous superintendent and principal/supervisor. Applicants with no prior teaching experience should provide a reference from the student teacher supervisor and the supervising teacher with whom the applicant completed the student teaching experience.

Name /	Present Address (street and number) /	Official Position

AFFIRMATION: I understand the information contained herein is the nature of a representation and if incorrect on a material fact it constitutes sufficient cause for cancellation of employment if elected by the Board.

CERTIFICATION (signed in ink)

I certify that all statements on or attached to this application are true and correct to the best of my knowledge. I understand that any false statements may cause me to be refused the opportunity of examination or employment. I further authorize that release of all relevant prior employment, military service and criminal records.

SIGNITURE _____ Date _____

RELEASE

STATE OF _____ COUNTY OF _____

My name is _____. I reside at _____
_____, City of _____, State of _____.
I am possessed of sound mind and legally competent to execute this release. I hereby authorize the
Alabama Department of Public Safety to release any and all criminal history information they have on me
to _____ located at _____
_____, City of _____, State of _____.

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the
Alabama Department of Public Safety and its officers and agents from any and all claims, actions, or causes
of action which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in
witness thereof I have voluntarily signed my name of this the _____ day of _____, 20_____.

SIGNATURE _____
SSN _____
BORN _____ RACE _____ SEX _____

Witness

Address

City State ZIP

Sworn to and subscribed before me on
this _____ day of _____, 20_____.

Witness

Address

City State ZIP

NOTARY PUBLIC
My Commission expires _____

PLEASE RETURN THIS FORM ALONG WITH YOUR APPLICATION. INCLUDE A COPY OF
YOUR DIVERS LICENSE AND A COPY OF YOUR SOCIAL SECURITY CARD.

The individual listed below has given your name as reference for employment purposes. Please rate the applicant on the scale provided.

NAME OF APPLICANT	POSITION FOR WHICH APPLICANT IS BEING CONSIDERED
-------------------	--

I. PERSONAL QUALITIES

NO BASIS
FOR JUDGEMENT

1. APPREANCE						
	Inappropriate	Appropriate	Outstanding			
2. COMMUNICATION SKILLS						
a. Written Expression						
	Ineffective	Effective	Outstanding			
b. Oral Expression						
	Makes Frequent Grammatical Errors	Uses Language Effectively	Excellent Command of the Language			
c. Voice						
	Ineffective	Effective	Very Effective			
3. PERSONALITY						
	Ineffective in Social Relations	Congenial	Dynamic			
4. PHYSICAL HEALTH AND VITALITY						
	Inadequate	Adequate	Outstanding			
5. POISE						
	Tense and Uncertain	Usually Exhibits Self-Control	Exceptional			

II. TEACHING QUALITIES

6. PROVISION FOR INDIVIDUAL DIFFERENCES						
	Little Effort	Shows Initiative	Outstanding Provision			
7. KNOWLEDGE OF SUBJECT MATTERS						
	Inadequate	Shows Initiative	Outstanding Provision			
8. ABILITY TO ACHIEVE STUDENT PARTICIPATION IN LEARNING ACTIVITIES						
	Limited	Adequate	Outstanding			
9. TEACHING APPROACHES						
	Needs to Consider Alternative	Uses Effective Techniques	Exceptional			
10. TECHNIQUES IN EVALUATING STUDENT ACHIEVEMENT						
	Unsatisfactory	Satisfactory	Thorough and Varied			

11. ENTHUSIASM IN CLASSROOM ACTIVITIES _____
 Fails to Stimulate Stimulates Interest Dynamic
12. PROMOTES DESIRABLE ATTITUDES AND BEHAVIOR _____
 Seldom Frequently Consistently
13. CLASSROOM CONTROL _____
 Ineffective Effective Outstanding
14. CLASSROOM MANAGEMENT _____
 Ineffective Effective Exceptional
15. SENSE OF HUMOR _____
 Detrimental Adequate Enhancing

III. PROFESSIONAL QUALITIES

16. PARTICIPATION IN BUILDING AND DISTRICT ENDEAVORS FOR IMPROVING EDUCATION _____
 Little Moderate Extensive
17. COOPERATING AND CONSIDERATE OF CO- WORKERS _____
 Not Evident Evident Outstanding
18. BUILDING PROCEDURES _____
 Ignores Usually Follows Consistently Follows
19. ATTITUDE TOWARD CONSTRUCTIVE CRITICISM _____
 Not Evident Evident Outstanding
20. COMMUNICATION WITH PARENTS _____
 Little Adequate Commendable Effort
21. INTEREST IN TEACHING _____
 Minimal Evident Enthusiastic
22. PROFESSIONAL RELATIONSHIP BETWEEN TEACHER AND STUDENT _____
 Inappropriate Satisfactory Outstanding
23. PUNCTUAL IN MEETING OBLIGATIONS _____
 Seldom Usually Consistently

CONCERNS AND/OR COMMENDATIONS:

 SIGNATURE OF PERSON COMPLETING FORM

 POSITION

 DATE

 ADDRESS

